

Applications for Certification

Guide to a Successful Application for Certification Process

FIRE CERTIFICATION
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Applications for Certification and the Certification Process

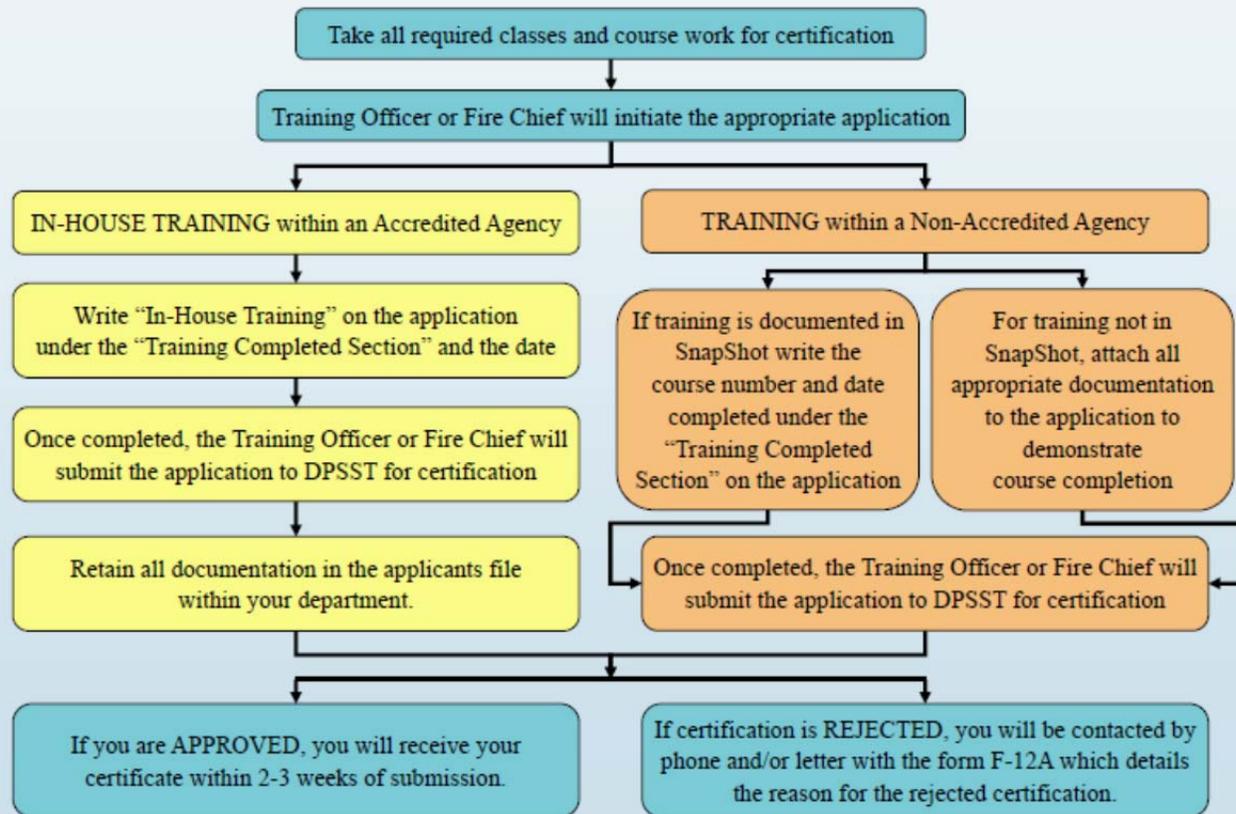
In order to successfully apply for certification within the DPSST system, the applicant must first be of the legal age of 18 and must be affiliated with an Oregon Fire Service Agency (fire department). A fire service professional, once affiliated, may apply for certification by satisfactorily completing the requirements outlined within the application for certification. The applicant must also complete the required training by participating in a fire service agency training program accredited by DPSST, through a course certified by DPSST, or by evaluation of experience as specified in OAR 259-009-0063. Task performance evaluations and/or task books are also required to be completed prior to applying for certification in the respective areas.

The Oregon fire service has over sixty (60) levels of certification an applicant can apply for, therefore, it is critical when applying for certification that the applicant attaches all appropriate information to the application and fills the application out completely in order to ensure successful processing. If the application is rejected, the agency will receive an F-12A form from DPSST explaining why the application was denied and offering support and direction.

Guidelines for Success:

- Please type or write all information on the application clearly and legibly.
- Complete the applicants **Last Name, First Name and Middle Initial** completely, without using nicknames.
- Complete the applicants **DPSST Fire Number** on the application. If an applicant does not have a DPSST Fire Number please complete a PAF prior to applying for certification.
- Complete the **Applicant's Fire Agency** without using abbreviations or acronyms.
- Complete the applicants **Date of Birth**. All applicants must be at least 18 years of age to apply for certification.
- The **Training Completed** section of the application must be filled out completely with at least one of the following or a combination of the following:
 - For training that is documented in SnapShot write the course number and date completed under the "Training Completed Section" on the application.
 - For training not in SnapShot, attach all appropriate documentation to the application to demonstrate course completion. Under the "Training Completed Section" on the application write the title of the class or the course number and the date of the class that corresponds with the attached documentation.
 - For In-House Training covered under an Accreditation Agreement for your Agency, write "In-House Training" on the application under the "Training Completed Section" and the date.
- All **bullet point questions** on the application must be either checked "Yes" or "No"
- The applicant must also attest to the statement that they are aware that a criminal history check will be conducted with submission of the application for certification and they may be subject to denial or revocation of their application or certification(s).
- All applications must be signed and dated by the Applicant and Agency Head or Designee.

Department of Public Safety Standards and Training Guide for a Successful Application for Certification



Common Errors:

- The application was not signed by the Agency Head or Designee.
- The application was not signed by the Applicant.
- The applicant did not check the “Yes” box for the attest.
- Training competencies were not properly documented with a roster, Notice of Course Completion, college transcripts, completion certificate or as “in-house training”.
- The Applicant did not have the prerequisite requirements for the certification they were applying for.
- The Task Book or Task Performance Evaluation section was not completed on the application.
- The Applicant already received the level of certification.
- The Applicant did not have a DPSST Number or was not showing an active status with the agency that was applying for certification for them.